

# Occupational Outlook Humboldt County, 1996

**A product of:**

Private Industry Council of Humboldt County,  
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The Employment Development Department,  
Labor Market Information Division

**Sponsored by:**

The California Cooperative Occupational Information  
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**In cooperation with:**

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Department of Social Services  
State Employment Training Panel  
State Department of Education  
State Job Training Coordinating Council

**Preface**

This Occupational Outlook Report (OOR) is based on a study in which 23 occupations were selected for research, employer samples were developed, surveys were conducted, and the resulting data was tabulated, analyzed and compared with additional sources of occupational information. The final results are published in this report.

Training programs offered by adult schools, community colleges, regional occupational programs, private postsecondary schools, and apprenticeships in Humboldt County are available for 12 of the occupations studied in this report.

Data was collected for this report between January 1996 and January 1997.

**Acknowledgments**

We wish to express sincere appreciation to all employers who participated in this community project, and for the invaluable support received from EDD, LMID, and CCOIS. Special thanks to John McCraw and Dolly Cluver.

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## **Q: What is the Private Industry Council?**

**A:** The Private Industry Council (PIC) is a group of local professionals who specialize in employment training services. These services are federally funded through the Job Training Partnership Act (JTPA).

The purpose of the PIC is to help prepare youth and adults for entry into the labor force and to provide job training to individuals facing barriers to employment.

The PIC offers a wide variety of specialized training programs, whether you are a youth still in school or an unemployed timber worker. If you are looking for your first job or want to get special training leading to a rewarding career, the PIC can help you.

The PIC also encourages nontraditional employment opportunities for women.

PIC training programs will help you get the skills or experience employers want.

### **Programs Offered:**

#### **Occupational Skills (Classroom) Training**

A program offered through contractual agreement with public and private agencies to provide training and job placement in a variety of vocations.

#### **On-the-Job Training**

A program that provides incentives to employers for hiring and training employees through the PIC.

#### **Re-employment Services**

A program specifically designed to assist persons who are about to be or have been laid off as a result of plant closings or consolidations.

#### **Mature Workers Program**

A program designed for mature adults to upgrade their current skills or retrain them for new careers and assist them in job placement.

#### **Youth Program**

A program that exposes young adults, ages 16 to 21, to "world of work" activities, such as pre-employment skills activities, work experience, work maturity, and job specific skills training.

### **PIC Advantages:**

Clients benefit by receiving assistance in career counseling, job training, and placement, so they can develop more productive and financially dependent lives.

Employers benefit through the following services, provided by the PIC at no cost:

- Pre-screening of applicant's skills and educational levels
- Specifically designed on-the-job occupational training
- Financial incentives for hiring JTPA-eligible applicants

The community benefits as the PIC brings Humboldt County businesses, residents, and employers together, creating mutual relationships that maintain and stimulate employment and economic prosperity in our area.

More information is available by calling the Private Industry Council at (707) 441-4600. (The PIC is an equal opportunity agency. Auxiliary aids and services are available to individuals with disabilities. All services are subject to fund availability.)

## **Employment Development Department Job Services for Employers and Jobseekers**

The Employment Development Department (EDD) is the largest source of personnel recruitment in California. There is no fee to employers or jobseekers.

Job match is EDD's statewide computerized system which matches qualified job applicants electronically with employer job orders. Job Seekers may complete an application to be matched against employer job orders or to request assistance in finding a job by contacting the Eureka Job Service at (707) 445-6532.

Employers may call to list job openings at (707) 445-6531. EDD will screen applicants to meet employer skill requirements.

**T**his Occupational Outlook Report has been prepared to provide the user with an appropriate beginning to explore the Humboldt County labor market. The information in this book was gathered from local employers, and accurately represents their responses to the extent possible. Please remember that not all employers agreed to furnish information and, therefore, could not be included in this publication. Other, unforeseen events, such as economic conditions, technology, and legal decisions can also influence the labor market. This Report should be combined with other sources of occupational information before making important career decisions.

## **Possible Uses for This Report...**

**Career Decisions:** Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information is easy to understand and includes employer requirements and preferences, wages and benefits, supply and demand assessments and more.

**Cirriculum Design:** Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

**Economic Development:** Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growht and development in Humboldt County.

**Human Resource Management:** Small business owners and large corporate humanr esoure directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

**Program Planning:** This report provides local planners and administrators with employment and training information, occupational size and expected growht rates. Program planners can use this data to evaluate, eliminate, improve, and plan new programs.

**Program Marketing:** Training providers can effectively market their pgorams by informing students, employers, and others that the chances for job placement are greater because their training programs are developed using reliable local occupational data.

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## **Appendix A: Survey Methodology**

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# Cooks - Restaurant

OES Code: 650260

15 Employers Responding, 274 Jobs Represented

## Description of Occupation

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$4.25 - 6.00	\$5.00
New hires, experienced:	\$4.25 - 10.00	\$6.00
3+ yrs experience with firm:	\$6.00 - 12.00	\$8.50

### Hours

Most employment is part time, averaging 27 hours per week; some jobs are full time, averaging 35.5 hours per week.

### Benefits Offered

	Full Time
Medical Insurance:	3/15
Dental Insurance:	3/15
Vision Insurance:	0/15
Life Insurance:	1/15
Paid Sick Leave:	2/15
Paid Vacation:	7/15
Retirement Plan:	1/15
Child Care:	0/15

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Fully Experienced	Inexperienced
Not Difficult	7%	13%
A Little Difficult	13%	20%
Somewhat Difficult	13%	27%
Very Difficult	67%	40%

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent.

### Work Experience and Training

Employers Reported	Experience Required (Ave. 9.5 months)	Training Substitutes for Experience (Ave. 10.7 months)
Always	7%	13%
Usually	53%	20%
Sometimes	33%	67%
Never	7%	0%

## Required Skills

Attention to detail  
Oral communication  
Follow written instructions  
Work independently  
Work with others  
Meet deadlines  
Stand continuously  
Lift 25 pounds  
Use hands and arms continuously  
Maintain a neat appearance  
Perform precise work

## Employment Trends/Size

Most employers expect employment levels to grow over the next three years, with many expecting levels to remain stable. No employers expected employment to decline.

### EDD Occupational Projection Estimate

**Growth Rate, 1994-2001:** 16.4% (faster than average)

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50%, Some: 10-35%, Few: < 10%

# Cooks - Restaurant

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## Recruitment Methods

	# of Firms
Employee Referrals:	12/15
Newspaper Ads:	12/15
Private Employment Agencies:	0/15
Hire Unsolicited Applicants:	9/15
In-house Promotion or Transfer:	10/15
Public School or Program Referral:	2/15
Private School Referrals:	0/15
Employment Development Department:	3/15
Union Hall Referrals:	0/15

## Occupational Mobility

Most employers surveyed offer promotional opportunities, often to supervisory or lead positions.

## Local Training Opportunities

### **Humboldt Regional Occupational Program**

While there is no formal training available locally, there is some entry level food preparation training included in HROP's Restaurant Occupations Class.

Some local employers may hire on an on-the-job-training basis.

## Where The Jobs Are

1. Eating Places
2. Hotels & Motels

## DOT Code(s) and Title(s)

313.361-014	Cook
315.361-022	Cook, Station
313.361-018	Cook Apprentice
313.361-030	Cook, Specialty
313.281-010	Chef De Froid

## Additional Information

**Unions:** None of the responding employers operates a union shop.

**Occupational Outlook Handbook:**p. 304  
CA Occupational Guide #93  
GOE: 05.05.17  
CIP: 12.0503

# Data Processing Equipment Repairers

OES Code: 857050

8 Employers Responding, 17 Jobs Represented

## Description of Occupation

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems. Please do not include Non-Data Processing Equipment Repairers.

## Education/Training/Experience

### Education

Most firms report most of their recent new hires have completed some college, but no degree; some firms report completion of high school or equivalent; some report bachelor degrees.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 - 10.00	\$7.00
New hires, experienced:	\$6.25 - 16.00	\$10.00
3+ yrs experience with firm:	\$10.00 - 18.00	\$13.00

### Hours

Most employment is full time, averaging 41 hours per week; some jobs are part time, averaging 29 hours per week.

### Benefits Offered

	Full Time
Medical Insurance:	5/8
Dental Insurance:	4/8
Vision Insurance:	2/8
Life Insurance:	3/8
Paid Sick Leave:	5/8
Paid Vacation:	6/8
Retirement Plan:	2/8
Child Care:	0/8

## Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for experience
Always	50%	0%
Usually	38%	0%
Sometimes	13%	100%
Never	0%	0%

## Required Skills

Knowledge of mainframe, micro- and mini-computer hardware and operating systems  
Ability to operate electronics testing equipment  
Use of diagnostic programs  
Problem solving skills  
Ability to write effectively  
Record keeping skills  
Possession of a valid driver's license  
Work independently  
Work with others  
Oral communication skills

## Supply/Demand Assessment

### Difficulty finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	13%	17%
A Little Difficult	25%	17%
Somewhat Difficult	38%	50%
Very Difficult	25%	17%

## Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with many expecting levels to grow. No employers expected employment to decline.

**EDD Occupational Projection Estimate**  
**Growth Rate, 1994-2001: 2%** (faster than average)

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50%, Some: 10-35%, Few: < 10%

# *Data Processing Equipment Repairers*

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## Recruitment Methods

	# of Firms
Employee Referrals:	4/8
Newspaper Ads:	4/8
Private Employment Agencies:	1/8
Hire Unsolicited Applicants:	4/8
In-house Promotion or Transfer:	3/8
Public School or Program Referral:	0/8
Private School Referrals:	0/8
Employment Development Department:	1/8
Union Hall Referrals:	0/8

## DOT Code(s) and Title(s)

633.261-010	Assembly Technician
828.261-014	Field Engineer
828.261-022	Electronic Mechanic

## Additional Information

**Unions:** None of the responding employers operates a union shop.

## Occupational Mobility

Of the 8 firms responding to the survey, most do not offer promotional opportunities. Some offer promotional opportunities to managerial positions.

**Occupational Outlook Handbook:** see *Computer and Office Machine Repairers* p. 346  
CA Occupational Guide # 152  
GOE: 05.05.10  
CIP: 15.0402

## Local Training Opportunities

### College of the Redwoods

The training offered in this field is included in the Electronics Technology Course at College of the Redwoods.

### Apprenticeship

Informal apprenticeship and some on-the-job-training (OJT) opportunities may be offered by certain local employers.

## Where The Jobs Are

1. Department Stores
2. Radio, TV & Electronic Stores
3. Computer & Software Stores
4. Computer Related Services



# Dental Assistants

OES Code: 660020

6 Employers Responding, 46 Jobs Represented

## Description of Occupation

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 - 10.00	\$8.00
New hires, experienced:	\$7.43 - 12.00	\$10.00
3+ yrs experience with firm:	\$9.25 - 16.00	\$12.00

### Hours

Most employment is full time, averaging 38 hours per week; some jobs are part time, averaging 23 hours per week.

### Benefits Offered

	Full Time
Medical Insurance:	11/16
Dental Insurance:	7/16
Vision Insurance:	0/16
Life Insurance:	2/16
Paid Sick Leave:	14/16
Paid Vacation:	16/16
Retirement Plan:	8/16
Child Care:	1/16

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	13%	0%
A Little Difficult	44%	8%
Somewhat Difficult	44%	42%
Very Difficult	0%	50%

## Education/Training/Experience

### Education

Most firms report most of their recent new hires have completed some college, but no degree; some firms report completion of high school or equivalent; some report associate degrees.

### Work Experience and Training

Employers Reported	Experience Required (Ave 9 months)	Training Substitutes for Experience (Ave 11.2 months)
Always	44%	6%
Usually	44%	13%
Sometimes	13%	75%
Never	0%	6%

## Required Skills

Oral communications  
Read and follow instructions  
Follow oral instruction  
Work independently  
Work with others  
Computer terminal knowledge  
Record keeping skills  
Telephone skills  
Maintain a neat appearance  
Knowledge of insurance forms  
Knowledge of billing procedures

## Employment Trends/Size

Almost all employers expect employment levels to remain stable over next three years, with some expecting levels to grow. No employers expected employment to decline.

**EDD Occupational Projection Estimate**  
**Growth Rate, 1992-1999: no significant change**

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50%, Some: 10-35%, Few: < 10%

# Dental Assistants

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## Recruitment Methods

	# of Firms
Employee Referrals:	12/16
Newspaper Ads:	10/16
Private Employment Agencies:	0/16
Hire Unsolicited Applicants:	2/16
In-house Promotion or Transfer:	3/16
Public School or Program Referral:	8/16
Private School Referrals:	0/16
Employment Development Department:	0/16
Union Hall Referrals:	0/16

## Occupational Mobility

Of the 16 firms responding to the survey, most offer promotional opportunities, while some report they do not promote.

## Local Training Opportunities

### College of the Redwoods

Training and Certification are available at College of the Redwoods.

## Where The Jobs Are

1. Offices & Clinics of Dentists

## DOT Code(s) and Title(s)

078.361-010	Dental Hygienist
079.361-018	Dental Assistant

## Additional Information

**Unions:** None of the responding employers operates a union shop.

**Occupational Outlook Handbook:**p. 309

CA Occupational Guide # 27

GOE: 10.03.02

CIP: 51.0601

# Electronics Repairers - Commercial Equip.

OES Code: 857170

10 Employers Responding, 24 Jobs Represented

## Description of Occupation

Electronics Repairers, Commercial and Industrial Equipment, repair electronic equipment, such as industrial controls, telemetering, and missile control systems, radar systems, transmitters, and antennae using hand tools and testing instruments. Please do not include repairers of data processing equipment and home entertainment equipment.

## Wages/Benefits

	Range	Median
<b>New hires, no experience:</b>	\$5.00 - 10.22	\$8.00
<b>New hires, experienced:</b>	\$7.98 - 15.00	\$11.00
<b>3+ yrs experience with firm:</b>	\$9.21 - 17.36	\$15.89

(Union medians for new employees are comparable to the high end for new, non-union employees; union employees with 3+ years are slightly higher than the non-union median.)

### Hours

Almost all employment is full time, averaging 42 hours per week; some jobs are part time, averaging 18 hours per week. Few positions are temporary or on call.

### Benefits Offered

	Full Time
<b>Medical Insurance:</b>	6/10
<b>Dental Insurance:</b>	2/10
<b>Vision Insurance:</b>	1/10
<b>Life Insurance:</b>	5/10
<b>Paid Sick Leave:</b>	5/10
<b>Paid Vacation:</b>	7/10
<b>Retirement Plan:</b>	2/10
<b>Child Care:</b>	0/10

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	0%
A Little Difficult	10%	25%
Somewhat Difficult	40%	50%
Very Difficult	50%	25%

## Education/Training/Experience

### Education

Most firms report most of their recent hires have completed some college, but no degree, or an associate degree; some firms report completion of high school or equivalent, or an associate or bachelor degrees.

### Work Experience and Training

Employers Reported	Experience Required (Ave 17.8 months)	Training Substitutes for Experience (Ave 17.2 months)
Always	80%	0%
Usually	20%	0%
Sometimes	0%	60%
Never	0%	40%

## Required Skills

Calibration of instruments  
Operation of electric and electronic equipment  
Keep maintenance and repair logs  
Read schematics  
Good color perception  
Manual dexterity  
Good hand-eye coordination  
Work independently  
Read and follow instructions  
Oral communication skills

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50%, Some: 10-35%, Few: < 10%

# *Electronics Repairers - Commercial Equip.*

## Employment Trends/Size

Most employers expect employment levels to grow over next three years, with many expecting levels to remain stable. No employers expected employment to decline.

**EDD Occupational Projection Estimate**  
**Growth Rate, 1994-2001: 10%** (average)

## Where The Jobs Are

1. Gas and other services combined
2. Electrical apparatus
3. Miscellaneous retail stores
4. Electrical repair shops

## Recruitment Methods

	# of Firms
Employee Referrals:	3/10
Newspaper Ads:	4/10
Private Employment Agencies:	1/10
Hire Unsolicited Applicants:	4/10
In-house Promotion or Transfer:	3/10
Public School or Program Referral:	1/10
Private School Referrals:	0/10
Employment Development Department:	1/10
Union Hall Referrals:	0/10

## DOT Code(s) and Title(s)

726.381-014	Electronic Equip. Repairer
726.684-090	Reworker, PC Board
828.261-014	Field Service Engineer

## Occupational Mobility

Of the 10 firms responding to the survey, most do not offer promotional opportunities, while some report they do offer promotion to supervisory positions.

## Additional Information

**Unions:** Some (10%) of the responding employers operate a union shop.

## Local Training Opportunities

### College of the Redwoods

Training and Certification are offered through the Electronics Technology Program at College of the Redwoods.

**Occupational Outlook Handbook:**p. 345  
CA Occupational Guide # 222  
GOE: 05.05.10  
CIP: 15.0402

# Emergency Medical Technicians - I, II, and Paramedic (Combined)

OES Code: 325081,325082,325083

6 Employers Responding, 64 Jobs Represented

## Description of Occupation

Emergency Medical Technicians - I and II are ambulance attendants or drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals. Emergency Medical Technicians - II are also trained to perform a limited number of advanced life support procedures under medical control. Emergency Medical Technicians - Paramedic also use a broad range of sophisticated life-saving equipment and techniques, including specified drugs. Please do not include Firefighters who are trained as Emergency Medical Technicians - I, II, or Paramedic.

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced EMT I,II/Paramedic	Inexperienced EMT I,II/Paramedic
Not Difficult	33/0%	67/0%
A Little Difficult	33/100%	33/100%
Somewhat Difficult	33/0%	0/0%
Very Difficult	0/0%	0/0%

## Wages/Benefits

	Median Wages	
	EMT I,II	Paramedic
New hires, no experience:	\$4.75 - \$5.15	\$4.79 - \$7.00
New hires, experienced:	\$4.75 - \$7.00	\$5.33 - \$7.00
3+ yrs experience with firm:	\$5.25 - \$9.00	\$6.93 - \$7.65

## Education/Training/Experience

### Education

Most firms report most of their recent new hires for EMT - I and II have college, but no degree; Most new hires for EMT - Paramedic have either some college, but no degree, or a bachelors degree.

### Work Experience and Training

Employers Reported	Experience Required (EMT and Paramedics average 12 months)	Training Substitutes for Experience (EMT average 8 months; Paramedic ave 12 months)
Occupation	EMT I,II /Paramedic	EMT I,II / Paramedic
Always	33/0%	33/0%
Usually	0/0%	33/50%
Sometimes	33/100%	33/50%
Never	33/0%	0/0%

### Hours

Most positions in all categories are full time, averaging 42 hours per week for EMT - I, 54 hours per week for EMT - II, and 63 hours per week for EMT - Paramedic. Many EMT - I and II positions are part time averaging 27 and 30 hours per week, respectively. Some EMT - Paramedic jobs are part time averaging 27 hours per week. Few EMT - Paramedic jobs are temporary or on call.

### Benefits Offered

#### Full Time

Retirement Plan:	6/6
Dental Insurance:	3/6
Vision Insurance:	0/6
Life Insurance:	6/6
Paid Sick Leave:	4/6
Paid Vacation:	6/6

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50%, Some: 10-35%, Few: < 10%

# ***Emergency Medical Technicians - I, II, and Paramedic (Combined)***

## **Required Skills**

(Skills apply to all positions except as noted.)

Test, check and maintain emergency medical equipment  
Take charge and handle major emergencies  
Accurately read and report information  
Ambulance or emergency vehicle driving  
Good vision  
Perform strenuous, physically demanding work  
Assess emergency situations; set priorities quickly  
Work independently  
Work with others  
Oral communication

### **EMT - I:**

Recognize ventricular fibrillation and cardiac standstill  
Operate automatic and semi-automatic defibrillators  
Monitor and maintain IV lines  
Assist with inflation of anti-shock trousers  
Assist with set-up for Adv. Life Supports procedures

### **EMT - II:**

Administer injections  
Perform gastric intubations  
Use a laryngoscope  
Remove foreign bodies with forceps  
Use snake bite kits and constricting bands

### **EMT - Paramedic:**

Perform synchronized cardioversion  
Perform needle thoracostomy  
Perform pediatric intubation  
Ventilation by use of esophageal airway  
Endotracheal intubation

## **Employment Trends/Size**

All employers responding to the survey expect employment levels to remain stable over the next three years for both EMT - I and Paramedic positions. All expect levels to decline for EMT - II positions.

### **EDD Occupational Projection Estimate**

**Growth Rate, 1992-1999:** 14.3% (faster than average)

## **Recruitment Methods**

	<b># of Firms</b>
<b>Employee Referrals:</b>	3/6
<b>Newspaper Ads:</b>	0/6
<b>Private Employment Agencies:</b>	0/6
<b>Hire Unsolicited Applicants:</b>	5/6
<b>In-house Promotion or Transfer:</b>	2/6
<b>Public School or Program Referral:</b>	0/6
<b>Private School Referrals:</b>	0/6
<b>Employment Development Department:</b>	0/6
<b>Union Hall Referrals:</b>	0/6

## **Occupational Mobility**

Almost all firms responding to the survey report they do offer promotional opportunities; few do not.

## **Local Training Opportunities**

### **College of the Redwoods**

EMT I Training and readiness for state certification testing are provided at College of the Redwoods.

### **Humboldt Regional Occupational Program**

An EMT Course with EMT I a prerequisite is listed by HROP.

## **Where The Jobs Are**

1. Local Passenger Transportation
2. General Medical & Surgical Hospital
3. Local Government

## **DOT Code(s) and Title(s)**

079.374-010	Emergency Medical Technician
079.364-026	Paramedic

## **Additional Information**

**Unions:** An equal percentage of union and non-union employers responded to the survey.

**Occupational Outlook Handbook:**p. 209

CA Occupational Guide # 550

GOE: 10.03.02

CIP: 51.0904

# Forest and Conservation Workers

OES Code: 790020

9 Employers Responding, 190 Jobs Represented

## Description of Occupation

Forest and Conservation Workers develop, maintain, and protect forest, forested areas, and woodlands through such activities as raising and transporting tree seedlings; combating insects, pests, and diseases harmful to trees; and controlling erosion and leaching of forest soil. Please include such occupations as Forester Aides, Seedling Pullers, and Tree Planters.

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of difficulty	Experienced	Inexperienced
Not Difficult	33%	13%
A Little Difficult	22%	25%
Somewhat Difficult	33%	63%
Very Difficult	11%	0%

## Wages/Benefits

	Range	Median
New hires, no experience:	\$4.75 - 15.40	\$7.30
New hires, experienced:	\$4.75 - 16.30	\$7.50
3+ yrs experience with firm:	\$4.75 - 19.18	\$10.77

## Education/Training/Experience

### Education

Some firms report their recent new hires have less than high school, or have completed high school or the equivalent, or have an associate or bachelor degree.

### Work Experience and Training

Employers Reported	Experience Required (Ave 11.8 months)	Training Substitutes for Experience (Ave 18 months)
Always	22%	11%
Usually	11%	33%
Sometimes	67%	44%
Never	0%	11%

### Hours

Most employment is full time, averaging 42 hours per week; some jobs are seasonal, averaging 39 hours per week. Few positions are part time, averaging 19 hours per week, or temporary, averaging 32 hours per week.

### Benefits Offered

#### Full Time

Medical Insurance:	7/9
Dental Insurance:	5/9
Vision Insurance:	4/9
Life Insurance:	6/9
Paid Sick Leave:	5/9
Paid Vacation:	7/9
Retirement Plan:	5/9
Child Care:	1/9

## Required Skills

Record keeping  
Fire safety and prevention practices  
Use of hand and power tools  
Basic construction  
Good vision and hearing  
Work independently  
Work with others  
Oral communication  
Valid driver's license  
Ability to perform strenuous, demanding work

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50%, Some: 10-35%, Few: < 10%

# Forest and Conservation Workers

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## Employment Trends/Size

Most employers expect employment levels to remain stable over next three years, with some expecting levels to grow. No employers expected employment to decline.

**EDD Occupational Projection Estimate**  
**Growth Rate, 1994-2001:** 1.4% (slower than average)

## Where The Jobs Are

1. Sawmills and Planing Mills
2. Federal Government
3. State Government

## Recruitment Methods

	# of Firms
Employee Referrals:	4/9
Newspaper Ads:	6/9
Private Employment Agencies:	0/9
Hire Unsolicited Applicants:	3/9
In-house Promotion or Transfer:	3/9
Public School or Program Referral:	3/9
Private School Referrals:	1/9
Employment Development Department:	5/9
Union Hall Referrals:	0/9

## Code(s) and Title(s)

451.687-010	Christmas Tree Farm Worker
451.687-018	Seedling Puller
451.687-022	Seedling Sorter
452.687-010	Forest Worker

## Occupational Mobility

Of the 9 firms responding to the survey, most offer promotional opportunities, often to supervisory or lead positions, while some report they do not offer promotions.

## Additional Information

**Unions:** Few (less than 10%) of the responding employers operates a union shop.

## Local Training Opportunities

### College of the Redwoods

The Forest Technology Program at the College of the Redwoods offers training and certification

**Occupational Outlook Handbook:** p. 345  
CA Occupational Guide # 202  
GOE: 03.04.01  
CIP: N/A



# Gardeners Groundskeepers - Except Farm

OES Code: 790300

14 Employers Responding, 35 Jobs Represented

## Description of Occupation

Gardeners and Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. Please do not include Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires.

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	21%	8%
A Little Difficult	43%	50%
Somewhat Difficult	7%	25%
Very Difficult	29%	17%

## Wages/Benefits

	Range	Median
<b>New hires, no experience:</b>	\$5.00 - 9.48	\$6.83
<b>New hires, experienced:</b>	\$5.60 - 12.49	\$8.00
<b>3+ yrs experience with firm:</b>	\$6.48 - 14.87	\$10.50

(Union firms pay at top end of wage range.)

## Education/Training/Experience

### Education

Most firms report most of their recent new hires have completed high school or the equivalent; some firms report some college, but no degree.

### Work Experience and Training

Employers Reported	Experience Required (Ave 14 months)	Training Substitutes for Experience (Ave 24 months)
Always	21%	7%
Usually	57%	7%
Sometimes	21%	79%
Never	0%	0%

### Hours

Almost all employment is full time, averaging 40 hours per week; some jobs are part time, averaging 24 hours per week; some positions are temporary or on call.

### Benefits Offered

	Full Time
<b>Medical Insurance:</b>	12/14
<b>Dental Insurance:</b>	10/14
<b>Vision Insurance:</b>	8/14
<b>Life Insurance:</b>	9/14
<b>Paid Sick Leave:</b>	9/14
<b>Paid Vacation:</b>	10/14
<b>Retirement Plan:</b>	7/14
<b>Child Care:</b>	0/14

## Required Skills

Knowledge of horticulture  
Lawn and garden care  
Possession of valid driver's license  
Work independently  
Follow direction  
Lift 75 pounds repeatedly  
Oral communication skills  
Meet deadlines

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50%, Some: 10-35%, Few: < 10%

# *Gardeners Groundskeepers - Except Farm*

## Employment Trends/Size

Most employers expect employment levels to remain stable over next three years, with some expecting levels to grow. No employers expected employment to decline.

**EDD Occupational Projection Estimate**  
**Growth Rate, 1994-2001: 9.5%** (slower than average)

## Recruitment Methods

	# of Firms
Employee Referrals:	6/14
Newspaper Ads:	10/14
Private Employment Agencies:	0/14
Hire Unsolicited Applicants:	2/14
In-house Promotion or Transfer:	6/14
Public School or Program Referral:	3/14
Private School Referrals:	0/14
Employment Development Department:	3/14
Union Hall Referrals:	0/14

## Occupational Mobility

Almost all firms responding to the survey report they offer promotions, often to supervisory positions. Some report they do not offer promotion opportunities.

## Local Training Opportunities

### College of the Redwoods

The Agriculture Program at College of the Redwoods includes landscape maintenance and plant science. Certification is available.

### Apprenticeship

For information contact:  
Northern CA Landscape & Irrigation Fitters  
Vallejo, CA

## Where The Jobs Are

1. Lawn & Garden Services
2. Single Family Housing Const.
3. Cemetery Subdividers & Developers
4. Hotels & Motels
5. Trailer Parks & Campsites
6. Elementary & Secondary Schools
7. Colleges & Universities
8. Junior Colleges
9. State Government
10. Local Government

## DOT Code(s) and Title(s)

406.683-010	Greenskeeper 2
406.684-010	Cemetery Worker
406.684-018	Garden Worker
408.161-010	Landscape Gardener
408.684-010	Lawn-Service Worker

## Additional Information

**Unions:** Most (57%) of the responding employers are non-union. Many (43%) operate a union shop.

**Occupational Outlook Handbook:**p. 321  
CA Occupational Guide # 320  
GOE: 03.01.03.  
CIP: 01.0601

# Hairdressers, Stylists, and Cosmetologists

OES Code: 680050

9 Employers Responding, 50 Jobs Represented

## Description of Occupation

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Please do not include Shampooers, Manicurists, and Beauty School Instructors.

## Wages/Benefits

	Range	Median
<b>New hires, no experience:</b>	\$4.25 - 7.00	\$4.75
<b>New hires, experienced:</b>	\$4.25 - 9.00	\$5.00
<b>3+ yrs experience with firm:</b>	\$4.25 - 10.00	\$6.00

(Commission rates, paid in addition to wages, varied among employers from 10 % of sales to 50% of sales, relative to employee experience.)

## Hours

Almost all employment is full time, averaging 38 hours per week; some jobs are part time, averaging 22 hours per week. Few positions are temporary or on call.

## Benefits Offered

	Full Time
<b>Medical Insurance:</b>	2/9
<b>Dental Insurance:</b>	3/9
<b>Vision Insurance:</b>	2/9
<b>Life Insurance:</b>	2/9
<b>Paid Sick Leave:</b>	3/9
<b>Paid Vacation:</b>	6/9
<b>Retirement Plan:</b>	2/9
<b>Child Care:</b>	0/9

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	11%	11%
A Little Difficult	22%	33%
Somewhat Difficult	44%	33%
Very Difficult	22%	22%

## Education/Training/Experience

### Education

Most firms report most of their recent new hires have completed high school or the equivalent; some firms report some college, but no degree.

### Work Experience and Training

Employers Reported	Experience Required (Ave 8.6 months)	Training Substitutes for Experience (Ave 10.4 months)
Always	11%	22%
Usually	22%	11%
Sometimes	44%	67%
Never	22%	0%

## Required Skills

Manual dexterity  
Good eye-hand coordination  
Good vision  
Work under pressure  
Stand continuously for 2 or more hours  
Public contact skills  
Work independently  
Work with others  
Oral communication

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50%, Some: 10-35%, Few: < 10%

# ***Hairdressers, Stylists, and Cosmetologists***

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## **Employment Trends/Size**

Almost all employers expect employment levels to grow over next three years, with few expecting levels to remain stable. No employers expected employment to decline.

**EDD Occupational Projection Estimate**  
**Growth Rate, 1994-2001: 143%** (faster than average)

## **Where The Jobs Are**

1. Department Stores
2. Beauty Shops

## **Recruitment Methods**

	<b># of Firms</b>
<b>Employee Referrals:</b>	8/9
<b>Newspaper Ads:</b>	9/9
<b>Private Employment Agencies:</b>	0/9
<b>Hire Unsolicited Applicants:</b>	4/9
<b>In-house Promotion or Transfer:</b>	4/9
<b>Public School or Program Referral:</b>	2/9
<b>Private School Referrals:</b>	2/9
<b>Employment Development Department:</b>	0/9
<b>Union Hall Referrals:</b>	0/9

## **DOT Code(s) and Title(s)**

332.271-010	Cosmetologist
332.271-018	Hairstylist
332.361-010	Wig Dresser
333.071-010	Make-up Artist
339.361-010	Mortuary Beautician

## **Occupational Mobility**

Almost all firms responding to the survey report they offer promotions, often to management. Some report they do not offer promotion opportunities.

## **Additional Information**

**Unions:** None of the employers reporting operates a union shop.

**Occupational Outlook Handbook:**p. 315  
CA Occupational Guide # 58  
GOE: 09.02.02  
CIP: 12.0402

## **Local Training Opportunities**

### **Frederick & Charles Beauty College**

Courses and certified readiness for state board licensing examinations are offered in cosmetology, manicure, and teacher training.

# Hotel Desk Clerks

OES Code: 538080

15 Employers Responding, 76 Jobs Represented

## Description of Occupation

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

## Education/Training/Experience

### Education

Many firms report most of their recent new hires have completed high school or the equivalent; most firms report some college, but no degree; few report less than high school.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$4.25 - 5.50	\$4.75
New hires, experienced:	\$4.25 - 6.00	\$4.75
3+ yrs experience with firm:	\$5.00 - 8.00	\$7.00

### Hours

Most employment is full time, averaging 39 hours per week; many jobs are part time, averaging 22 hours per week.

## Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	0%	0%
Usually	27%	40%
Sometimes	73%	60%
Never	0%	0%

## Benefits Offered

	Full Time
Medical Insurance:	5/15
Dental Insurance:	4/15
Vision Insurance:	3/15
Life Insurance:	4/15
Paid Sick Leave:	2/15
Paid Vacation:	7/15
Retirement Plan:	3/15
Child Care:	0/15

## Required Skills

Record keeping  
Cash handling  
Good grooming  
Public contact skills  
Oral communication  
Work independently  
Work with others  
Work under pressure

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	20%
A Little Difficult	27%	7%
Somewhat Difficult	33%	47%
Very Difficult	40%	27%

## Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. No employers expected employment to decline.

### EDD Occupational Projection Estimate

Growth Rate, 1994-2001: 28.6% (much faster than average)

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50%, Some: 10-35%, Few: < 10%

# Hotel Desk Clerks

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## Recruitment Methods

	# of Firms
Employee Referrals:	13/15
Newspaper Ads:	13/15
Private Employment Agencies:	4/15
Hire Unsolicited Applicants:	10/15
In-house Promotion or Transfer:	11/15
Public School or Program Referral:	5/15
Private School Referrals:	3/15
Employment Development Department:	5/15
Union Hall Referrals:	0/15

## Where The Jobs Are

1. Hotels & Motels
2. Trailer Parks & Campsites

## DOT Code(s) and Title(s)

238.367-038

Hotel Clerk

## Occupational Mobility

Almost all firms responding to the survey report they offer promotions, often to management trainee. Some report they do not offer promotion opportunities.

## Local Training Opportunities

Although there is no formal program available locally , there are related courses offered at College of the Redwoods, Eureka Adult School and Humboldt Regional Occupational Program which would be beneficial to those interested in becoming desk clerks.

Also, though there is no formal apprenticeship, certain local employers have indicated a willingness to employ on an on-the-job-training basis.

## Additional Information

**Unions:** None of the employers reporting operates a union shop.

**Occupational Outlook Handbook:**p. 266  
CA Occupational Guide # 70  
GOE: 07.04.03  
CIP: 08.0901

# Instructional Aides

OES Code: 315211

12 Employers Responding, 245 Jobs Represented

## Description of Occupation

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with instruction of mentally or physically handicapped pupils.

## Wages/Benefits

	Range	Median
<b>New hires, no experience:</b>	\$4.25 - 8.48	\$5.67
<b>New hires, experienced:</b>	\$4.87 - 9.75	\$5.67
<b>3+ yrs experience with firm:</b>	\$5.24 - 10.31	\$7.21

(Except for experienced new hires, union wages pay at the top end of the wage range.)

### Hours

Most employment is part time, averaging 15 hours per week; some jobs are full time, averaging 35 hours per week; few jobs are temporary.

### Benefits Offered

	Full Time
<b>Medical Insurance:</b>	8/12
<b>Dental Insurance:</b>	8/12
<b>Vision Insurance:</b>	4/12
<b>Life Insurance:</b>	4/12
<b>Paid Sick Leave:</b>	7/12
<b>Paid Vacation:</b>	6/12
<b>Retirement Plan:</b>	4/12
<b>Child Care:</b>	0/15

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	25%	33%
A Little Difficult	17%	17%
Somewhat Difficult	25%	42%
Very Difficult	33%	8%

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed some college, but no degree; few report high school or equivalent or bachelor degrees.

### Work Experience and Training

Employers Reported	Experience Required (Ave. 6.5 months)	Training Substitutes for Experience (Ave 10 months)
Always	0%	17%
Usually	33%	25%
Sometimes	33%	58%
Never	33%	0%

## Required Skills

Early childhood development  
Oral reading and communication  
Classroom management  
Record keeping  
Emergency first aid  
Typing 45 wpm  
Patience  
Work independently  
Work with others  
Handling crisis situations

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50%, Some: 10-35%, Few: < 10%

# Instructional Aides

## Employment Trends/Size

Some employers expect employment levels to grow over the next three years, with most expecting levels to remain stable. No employers expected employment to decline.

**EDD Occupational Projection Estimate  
Growth Rate, 1994-2001:**12.1% (average)

## Local Training Opportunities

### Eureka Adult School

A teacher aide preparation course is offered by EAS.

### Humboldt County Office of Education

A required certification test is administered by HCOE.

## Recruitment Methods

	# of Firms
Employee Referrals:	3/12
Newspaper Ads:	12/12
Private Employment Agencies:	1/12
Hire Unsolicited Applicants:	3/12
In-house Promotion or Transfer:	4/12
Public School or Program Referral:	3/12
Private School Referrals:	0/12
Employment Development Department:	2/12
Union Hall Referrals:	0/12

## Where The Jobs Are

1. Elementary & Secondary Schools
2. Child Day Care Services

## DOT Code(s) and Title(s)

099.327-010	Teacher Aide I
219.467-010	Grading Clerk

## Occupational Mobility

Almost all firms responding to the survey report they offer promotions. Some report they do not offer promotion opportunities.

## Additional Information

**Unions:** Some (17%) of the employers reporting operate a union shop.

**Occupational Outlook Handbook:**see *Teacher Aides*, p. 289

CA Occupational Guide # N/A

GOE: 11.02.01

CIP: 13.0101



# Medical and Clinical Laboratory Assistants

OES Code: 329050

12 Employers Responding, 31 Jobs Represented

## Description of Occupation

Medical and Clinical Laboratory Assistants perform routine tasks in a medical laboratory. They may set up and operate automated equipment which does not require interpretation or judgment to read the results. They may label, centrifuge, and transfer specimens, transcribe results, and prepare culture media and reagents. They may also perform venipuncture if certified to do so. They work under the supervision of a Medical Laboratory Technologist.

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	8%	25%
A Little Difficult	42%	50%
Somewhat Difficult	42%	25%
Very Difficult	8%	0%

## Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 - 11.00	\$6.50
New hires, experienced:	\$6.00 - 15.00	\$7.20
3+ yrs experience with firm:	\$7.64 - 17.00	\$8.75

### Hours

Most employment is full time, averaging 39 hours per week; some jobs are part time, averaging 20 hours per week; few jobs are temporary or on call.

### Benefits Offered

	Full Time
Medical Insurance:	10/12
Dental Insurance:	2/12
Vision Insurance:	1/12
Life Insurance:	7/12
Paid Sick Leave:	11/12
Paid Vacation:	11/12
Retirement Plan:	8/12
Child Care:	1/12

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed some college, but no degree; few report high school or equivalent.

### Work Experience and Training

Employers Reported	Experience Required (Ave 8.8 months)	Training Substitutes for Experience (Ave 10 months)
Always	25%	8%
Usually	50%	42%
Sometimes	17%	42%
Never	8%	8%

## Required Skills

Operation of precision laboratory equipment  
Use of sterilization techniques  
Record keeping  
Knowledge of medical terminology  
Manual dexterity  
Attention to detail  
Computer applications in research  
Good color perception  
Good vision  
Work independently  
Work with others  
Sitting two or more hours

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50% Some: 10-35%, Few: < 10%

# Medical and Clinical Laboratory Assistants

## Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. No employers expected employment to decline.

**EDD Occupational Projection Estimate**  
**Growth Rate, 1994-2001: 0%**

## Recruitment Methods

	# of Firms
Employee Referrals:	5/12
Newspaper Ads:	7/12
Private Employment Agencies:	2/12
Hire Unsolicited Applicants:	2/12
In-house Promotion or Transfer:	4/12
Public School or Program Referral:	2/12
Private School Referrals:	0/12
Employment Development Department:	0/12
Union Hall Referrals:	0/12

## Occupational Mobility

Almost all firms responding to the survey report they offer promotions to more responsible positions. Few report they do not offer promotion opportunities.

## Local Training Opportunities

### College of the Redwoods

College of the Redwoods lists a medical assistant course which contains information on lab assisting.

### Humboldt Regional Occupational Program

A medical lab assistant course is offered by HROP.

### Apprenticeship

A few local employers offer on-the-job-training, but not formal apprenticeship.

## Where The Jobs Are

1. Offices & Clinics of Medical Doctors
2. General Medical & Surgical Hospital
3. Medical Laboratories
4. Home Health Care Services

## DOT Code(s) and Title(s)

078.687-010	Lab Assistant, Blood & Plasma
078.381-014	Medical Laboratory Technician

## Additional Information

**Unions:** None of the employers reporting operates a union shop.

**Occupational Outlook Handbook:** see *Clinical Laboratory Technologists and Technicians* p. 289

**CA Occupational Guide # N/A**

GOE: 02.04.02

CIP: 51.1004

# Paralegal Personnel

OES Code: 283050

12 Employers Responding, 31 Jobs Represented

## Description of Occupation

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$4.75 - 10.15	\$6.50
New hires, experienced:	\$6.00 - 20.00	\$10.00
3+ yrs experience with firm:	\$10.00 - 30.00	\$14.50

### Hours

Most employment is full time, averaging 37 hours per week; some jobs are part time, averaging 22 hours per week.

### Benefits Offered

	Full Time
Medical Insurance:	6/13
Dental Insurance:	3/13
Vision Insurance:	1/13
Life Insurance:	3/13
Paid Sick Leave:	9/13
Paid Vacation:	9/13
Retirement Plan:	1/13
Child Care:	0/13

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	8%	0%
A Little Difficult	38%	40%
Somewhat Difficult	31%	30%
Very Difficult	23%	30%

## Education/Training/Experience

### Education

Many firms report most of their recent new hires have completed some college, but no degree, have an associate degree, or a bachelor degree; few report graduate study.

### Work Experience and Training

Employers Reported	Experience Required (Ave 24 months)	Training Substitutes for Experience (Ave 25 months)
Always	62%	0%
Usually	31%	0%
Sometimes	8%	62%
Never	0%	31%

## Required Skills

Understanding of court proceedings  
Investigative research skills  
Record keeping  
Knowledge of legal terminology  
Problem solving  
Certified Legal Assistant (CLA)  
Good comprehension  
Attention to detail  
Work independently  
Oral communication

## Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, while some expect growth. No employers expected employment to decline.

### EDD Occupational Projection Estimate

Growth Rate, 1994-2001: 20% (faster than average)

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50% Some: 10-35%, Few: < 10%

# Paralegal Personnel

## Recruitment Methods

	# of Firms
Employee Referrals:	4/12
Newspaper Ads:	6/12
Private Employment Agencies:	1/12
Hire Unsolicited Applicants:	0/12
In-house Promotion or Transfer:	1/12
Public School or Program Referral:	1/12
Private School Referrals:	0/12
Employment Development Department:	2/12
Union Hall Referrals:	0/12

## Where The Jobs Are

1. Legal Services
2. Local Government

## DOT Code(s) and Title(s)

119.267-022	Legal Investigator
119.267-026	Paralegal Assistant

## Occupational Mobility

All firms responding to the survey report they do not offer promotions.

## Additional Information

**Unions:** None of the employers reporting operates a union shop.

## Local Training Opportunities

### College of the Redwoods

Legal Assistancy and Legal Secretary Programs as well as secretarial and computer classes are offered at College of the Redwoods.

### Humboldt Regional Occupational Program

Background secretarial and computer skills classes are available

### Apprenticeship

Some local attorneys will train a legal secretary as a legal assistant; this is not a formal apprenticeship.

**Occupational Outlook Handbook:**p. 231

**CA Occupational Guide # 464**

**GOE: 11.04.02**

CIP: 22.0103

# Physical Therapy Aides and Assistants ( Combined)

OES Code: 660172, 660171

6 Employers Responding, 19 Jobs Represented

## Description of Occupation

Physical Therapy Aides prepare patients and treatment areas for physical therapy treatments. They transport patients to and from treatment areas and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist. Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records. Both positions assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise.

## Wages/Benefits

### Physical Therapy Aides

	Range	Median
<b>New hires, no experience:</b>	\$6.00 - 7.00	\$6.50
<b>New hires, experienced:</b>	\$6.50 - 7.50	\$7.00
<b>3+ yrs experience with firm:</b>	\$7.00 - 8.50	\$7.75

### Physical Therapy Assistants:

	Range	Median
<b>New hires, no experience:</b>	\$5.75 - 9.00	\$7.25
<b>New hires, experienced:</b>	\$6.50 - 16.00	\$9.00
<b>3+ yrs experience with firm:</b>	\$8.00 - 18.00	\$12.00

## Hours

Most positions for Physical Therapy Assistants are full time, averaging 40 hours per week; some positions are part time, averaging 26 hours per week. Most Physical Therapy Aide positions are temporary or on call averaging 15 hours per week; some positions are full time, averaging 40 hours per week; some are part time, averaging 25 hours per week.

## Benefits Offered

	Full Time
<b>Medical Insurance:</b>	5/6
<b>Dental Insurance:</b>	4/6
<b>Vision Insurance:</b>	0/6
<b>Life Insurance:</b>	1/6
<b>Paid Sick Leave:</b>	3/6
<b>Paid Vacation:</b>	5/6

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced Assistants/Aides	Inexperienced Assistants/Aides
Not Difficult	0/0%	33/0%
A Little Difficult	0/0%	0/0%
Somewhat Difficult	75/100%	33/100%
Very Difficult	25/0%	33/0%

## Education/Training/Experience

### Education

All firms report all their recent hires for Physical Therapy Aides have some college, but no degree. Most firms report most of their recent hires for Physical Therapy Assistants have completed high school or equivalent, while some have a bachelor degree.

### Work Experience and Training

Employers Reported	Experience Required (Assistants ave 14 months, Aides ave 12months)	Training Substitutes for Experience (Assistants ave 22months)
Occupation	Assistant/Aide	Assistant/aide
Always	50/0%	25/0%
Usually	25/0%	0/0%
Sometimes	25/100%	50/100%
Never	0/0%	25/0%

## Required Skills

(Skills apply to both positions.)

Physiology, anatomy, and neurology  
Geriatrics and pediatrics  
Orthopedic care and sports medicine  
Take vital signs  
Type 45 wpm  
Transferring techniques to move patients  
Detect patient complications  
Oral communication

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50% Some: 10-35%, Few: < 10%

# *Physical Therapy Aides and Assistants (Combined)*

## Employment Trends/Size

Many employers responding to the survey expect employment levels to remain stable over the next three years for Physical Therapy Aides, while many also expect growth. Most employers expect employment levels for Physical Therapy Assistants to remain stable, while some expect growth.

### EDD Occupational Projection Estimate

**Growth Rate, 1992-1999:** 40% (much faster than average)

## Recruitment Methods

	# of Firms
Employee Referrals:	3/6
Newspaper Ads:	3/6
Private Employment Agencies:	0/6
Hire Unsolicited Applicants:	1/6
In-house Promotion or Transfer:	0/6
Public School or Program Referral:	1/6
Private School Referrals:	0/6
Employment Development Department:	0/6
Union Hall Referrals:	0/6

## Occupational Mobility

Almost all firms responding to the survey report they do not offer promotional opportunities for Physical Therapy Aides. Most firms do promote Physical Therapy Assistants, although some report they do not.

## Local Training Opportunities

There are no formal training programs for Aides or Assistants within the area. There are some on-the-job-training opportunities for certified nurses aides who wish to become Physical Therapy Aides. Those seeking education, training, and certification as Physical Therapy Assistants must do so out of the area for the present.

## Where The Jobs Are

1. Offices & Clinics of Medical Doctors
2. Offices & Clinics of Chiropractors
3. Office of Health Practitioners
4. General Medical & Surgical Hospitals

## DOT Code(s) and Title(s)

076.224-010                      Physical Therapist Assistant

## Additional Information

**Unions:** None of the employers reporting operates a union shop.

**Occupational Outlook Handbook:** see *Physical and Corrective Therapy Assistants and Aides*, p. 460

CA Occupational Guide # 451  
GOE: 10.02.02  
CIP: 51.0806

# Police Patrol Officers

OES Code: 630140

9 Employers Responding, 176 Jobs Represented

## Description of Occupation

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

## Wages/Benefits

	Range	Median
<b>New hires, no experience:</b>	\$8.14 - 16.85	\$11.99
<b>New hires, experienced:</b>	\$8.14 - 19.31	\$12.15
<b>3+ yrs experience with firm:</b>	\$10.00 - 24.00	\$13.52

(Union firms pay at top end of wage range.)

## Hours

Almost all employment is full time, averaging 40 hours per week; few jobs are part time or temporary, averaging 20 and 10 hours per week., respectively.

## Benefits Offered

	Full Time
<b>Medical Insurance:</b>	9/9
<b>Dental Insurance:</b>	9/9
<b>Vision Insurance:</b>	8/9
<b>Life Insurance:</b>	9/9
<b>Paid Sick Leave:</b>	9/9
<b>Paid Vacation:</b>	9/9
<b>Retirement Plan:</b>	9/9
<b>Child Care:</b>	0/9

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0	0%
A Little Difficult	44%	44%
Somewhat Difficult	22%	44%
Very Difficult	33%	11%

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed some college, but no degree; some report an associate degree, or high school or equivalent.

### Work Experience and Training

Employers Reported	Experience Required (Ave 12.8 months)	Training Substitutes for Experience (Ave 4 months)
Always	11%	11%
Usually	0%	44%
Sometimes	56%	44%
Never	33%	0%

## Required Skills

Emergency first aid  
Firearms Qualifications Card  
Verbal presentation  
Analytical thinking  
Work with others  
Work independently  
Oral communication  
Public contact skills  
Effective writing

## Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years; some expect employment to grow; few expect a decline.

**EDD Occupational Projection Estimate**  
**Growth Rate, 1992-1999: 7.73%** (slower than average)

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50% Some: 10-35%, Few: < 10%

# Police Patrol Officers

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## Recruitment Methods

	# of Firms
Employee Referrals:	4/9
Newspaper Ads:	9/9
Private Employment Agencies:	1/9
Hire Unsolicited Applicants:	3/9
In-house Promotion or Transfer:	2/9
Public School or Program Referral:	3/9
Private School Referrals:	2/9
Employment Development Department:	2/9
Union Hall Referrals:	0/9

## Where The Jobs Are

1. State Government
2. Local Government

## DOT Code(s) and Title(s)

372.363-010	Protective Officer
375.263-014	Police Officer

## Occupational Mobility

Almost all firms responding to the survey report they offer promotions; few do not promote.

## Local Training Opportunities

### College of the Redwoods

The Administration of Justice Program provides education, training, and the opportunity for certification and degree.

## Additional Information

**Unions:** Most (56%) of the employers reporting operate a union shop; many (44%) do not.

**Occupational Outlook Handbook:** see *Police, Detectives, and Special Agents*, p. 231

CA Occupational Guide # 457  
GOE: 04.02.02  
CIP: 43.0107



# Residential Counselors

OES Code: 273070

9 Employers Responding, 102 Jobs Represented

## Description of Occupation

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, children homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other problems. They order supplies and determine need for maintenance, repairs, and furnishings.

## Wages/Benefits

	Range	Median
<b>New hires, no experience:</b>	\$5.00 - 11.51	\$6.00
<b>New hires, experienced:</b>	\$5.00 - 11.51	\$8.00
<b>3+ yrs experience with firm:</b>	\$5.00 - 15.00	\$10.00

(Union firms pay at top end of wage range.)

### Hours

Many positions are part time, averaging 22 hours per week; many jobs are full time, averaging 38 hours per week; few positions are temporary.

### Benefits Offered

	Full Time
<b>Medical Insurance:</b>	6/9
<b>Dental Insurance:</b>	4/9
<b>Vision Insurance:</b>	3/9
<b>Life Insurance:</b>	3/9
<b>Paid Sick Leave:</b>	4/9
<b>Paid Vacation:</b>	5/9
<b>Retirement Plan:</b>	2/9
<b>Child Care:</b>	0/9

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	38%
A Little Difficult	33%	13%
Somewhat Difficult	33%	38%
Very Difficult	33%	13%

## Education/Training/Experience

### Education

Many firms report most of their recent new hires have completed some college, but no degree; some report a bachelor degree, or associate degree, or high school or equivalent.

### Work Experience and Training

Employers Reported	Experience Required (Ave 16 months)	Training Substitutes for Experience (Ave 14 months)
Always	44%	11%
Usually	33%	0%
Sometimes	22%	56%
Never	0%	11%

## Required Skills

Planning and organization  
Record keeping  
Problem solving  
Progressive discipline techniques  
Work with others  
Work independently  
Oral communication  
Interpersonal skills  
Stress management

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50% Some: 10-35%, Few: < 10%

# Residential Counselors

## Employment Trends/Size

All employers responding to the survey expect employment levels to remain stable over the next three years.

### EDD Occupational Projection Estimate

Growth Rate, 1994-2001: 33.3 (much faster than average)

## Recruitment Methods

	# of Firms
Employee Referrals:	6/9
Newspaper Ads:	5/9
Private Employment Agencies:	2/9
Hire Unsolicited Applicants:	3/9
In-house Promotion or Transfer:	5/9
Public School or Program Referral:	0/9
Private School Referrals:	0/9
Employment Development Department:	0/9
Union Hall Referrals:	0/9

## Occupational Mobility

All firms responding report they offer promotions, usually to management or supervisor positions.

## Local Training Opportunities

### College of the Redwoods

Courses in Psychology, Sociology, and an Associate degree are available.

### Humboldt State University

Further courses preparatory to counseling and advanced degrees obtainable.

### Internship

In certain instances, this may be required.

## Where The Jobs Are

1. Individual & family services
2. Job training & related
3. Residential care
4. Social services nec.

## DOT Code(s) and Title(s)

187.167-186

Residence Supervisor

## Additional Information

**Unions:** Almost all (89%) of the employers reporting do not operate a union shop; some (11%) do.

CA Occupational Guide # N/A

GOE: 11.07.01

CIP: 20.0201

# Truck Drivers - Heavy or Tractor Trailer

OES Code: 971020

12 Employers Responding, 163 Jobs Represented

## Description of Occupation

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

## Wages/Benefits

	Range	Median
<b>New hires, no experience:</b>	\$8.20 - 12.00	\$9.68
<b>New hires, experienced:</b>	\$9.00 - 20.10	\$11.69
<b>3+ yrs experience with firm:</b>	\$11.00 - 20.10	\$12.07

(Union firms pay at top end of wage range.)

### Hours

Most positions are full time, averaging 46 hours per week; many jobs are seasonal, averaging 45 hours per week; few positions are part time or temporary.

### Benefits Offered

	Full Time
<b>Medical Insurance:</b>	10/12
<b>Dental Insurance:</b>	7/12
<b>Vision Insurance:</b>	4/12
<b>Life Insurance:</b>	7/12
<b>Paid Sick Leave:</b>	4/12
<b>Paid Vacation:</b>	7/12
<b>Retirement Plan:</b>	6/12
<b>Child Care:</b>	0/12

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	25%	17%
A Little Difficult	17%	0%
Somewhat Difficult	17%	17%
Very Difficult	42%	67%

## Education/Training/Experience

### Education

All firms report most of their recent new hires have completed high school or equivalent.

### Work Experience and Training

Employers Reported	Experience Required (Ave 32 months)	Training Substitutes for Experience (Ave 7 months)
Always	58%	0%
Usually	33%	17%
Sometimes	8%	67%
Never	0%	8%

## Required Skills

Forklift operation  
Record keeping  
Automotive maintenance and minor repair  
Long distance driving  
Map reading  
Load and unload freight  
Lift 75 pounds repeatedly  
Clean DMV record  
Class A or Class B license (dependent on the type of driving)  
Work independently  
Oral communication

## Employment Trends/Size

Most employers responding to the survey expect employment levels to remain stable over the next three years; some expect employment levels to grow.

**EDD Occupational Projection Estimate**  
**Growth Rate, 1994-2001: 12.2%** (Average)

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-49% Some: 10-35%, Few: < 10%

# *Truck Drivers - Heavy or Tractor Trailer*

## Recruitment Methods

	# of Firms
Employee Referrals:	9/12
Newspaper Ads:	3/12
Private Employment Agencies:	0/12
Hire Unsolicited Applicants:	4/12
In-house Promotion or Transfer:	3/12
Public School or Program Referral:	0/12
Private School Referrals:	0/12
Employment Development Department:	3/12
Union Hall Referrals:	2/12

## Where The Jobs Are

1. Logging
2. Sawmills & Planing Mills
3. Ready Mix Concrete
4. Local Trucking w/o Storage
5. Trucking, Except Local
6. Lumber Plywood Mill

## Occupational Mobility

Most firms responding to the survey report they do not offer promotions; many do offer promotion opportunities.

## Local Training Opportunities

### College of the Redwoods

Information concerning local truck driving training is available through College of the Redwoods

### Apprenticeship

No formal apprenticeship, but some employers are willing to hire on an on-the-job-training basis.

## DOT Code(s) and Title(s)

905.683-010	Water Truck Driver 2
909.663-010	Hostler
919.663-026	Tow Truck Operator
953.583-010	Drip Pumper
900.683-010	Concrete Truck Dr.
902.683-010	Dump Truck Driver

## Additional Information

**Unions:** Almost all (83%) of the employers reporting do not operate a union shop; some (17%) do.

**Occupational Outlook Handbook** see *Truck drivers*, p. 444  
CA Occupational Guide # 255  
GOE: 05.08.03  
CIP: 49.0205

# Truck Drivers, Light - Incl. Delivery & Route Workers

OES Code: 971050

4 Employers Responding, 19 Jobs Represented

## Description of Occupation

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Please do not include workers whose duties include sales.

## Wages/Benefits

	Range	Median
<b>New hires, no experience:</b>	\$4.75 - 14.00	\$5.50
<b>New hires, experienced:</b>	\$5.00 - 14.00	\$6.00
<b>3+ yrs experience with firm:</b>	\$6.00 - 16.00	\$6.00

(Union firms pay at top end of wage range.)

### Hours

Almost all positions are full time, averaging 41 hours per week; some jobs are part time, averaging 20 hours per week.

### Benefits Offered

	Full Time
<b>Medical Insurance:</b>	3/4
<b>Dental Insurance:</b>	2/4
<b>Vision Insurance:</b>	1/4
<b>Life Insurance:</b>	2/4
<b>Paid Sick Leave:</b>	2/4
<b>Paid Vacation:</b>	3/4
<b>Retirement Plan:</b>	2/4
<b>Child Care:</b>	0/4

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	25%	0%
A Little Difficult	75%	75%
Somewhat Difficult	0%	25%
Very Difficult	0%	0%

## Education/Training/Experience

### Education

Many firms report most of their recent new hires have completed high school or equivalent, and many have completed some college, but no degree.

### Work Experience and Training

Employers Reported	Experience Required (Ave 3 months)	Training Substitutes for Experience (Varies)
Always	0%	0%
Usually	25%	0%
Sometimes	25%	100%
Never	50%	0%

## Required Skills

Forklift operation  
Record keeping  
Map reading  
Load and unload freight  
Lift 75 pounds repeatedly  
Clean DMV record  
Class A or Class B license (dependent on the type of driving)  
Work independently  
Oral communication

## Employment Trends/Size

All employers responding to the survey expect employment levels to remain stable over the next three years

**EDD Occupational Projection Estimate**  
**Growth Rate, 1992-1999: 12.9%** (average)

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50% Some: 10-35%, Few: < 10%

# ***Truck Drivers, Light - Incl. Delivery & Route Workers***

## **Recruitment Methods**

	<b># of Firms</b>
<b>Employee Referrals:</b>	2/4
<b>Newspaper Ads:</b>	2/4
<b>Private Employment Agencies:</b>	0/4
<b>Hire Unsolicited Applicants:</b>	0/4
<b>In-house Promotion or Transfer:</b>	2/4
<b>Public School or Program Referral:</b>	1/4
<b>Private School Referrals:</b>	0/4
<b>Employment Development Department:</b>	2/4
<b>Union Hall Referrals:</b>	1/4

## **Occupational Mobility**

All firms responding to the survey report they do offer promotion opportunities.

## **Local Training Opportunities**

### **College of the Redwoods**

Information regarding local truck driving training is available through College of the Redwoods

### **Apprenticeship**

There is no formal apprenticeship, but some local employers are willing to provide on-the-job-training

## **Where The Jobs Are**

1. Newspapers
2. Local Trucking w/o Storage
3. Trucking, Except Local
4. Air Courier Service
5. Automotive & Home Supply Stores
6. Lumber & Building Materials
7. Eating Places
8. Drug & Proprietary Stores
9. Direct Selling Establishments
10. Liquefied Petroleum Gas Distributors
11. Florists
12. Individual & Family Services

## **DOT Code(s) and Title(s)**

906.683-010	Food Service Driver
906.683-022	Truck Driver, Light
913.663-018	Driver
919.663-022	Escort Vehicle Driver

## **Additional Information**

**Unions:** Almost all (75%) of the employers reporting do not operate a union shop; some (25%) do.

**Occupational Outlook Handbook** see *Truck drivers*, p. 444  
CA Occupational Guide #N/A  
GOE: 05.08.03  
CIP: 49.0205

# Veterinary Technicians and Technologists

OES Code: 329510

10 Employers Responding, 39 Jobs Represented

## Description of Occupation

Veterinary Technicians and Technologists perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. They prepare vaccines and serums for prevention of diseases. They prepare tissue samples, take blood samples, and execute laboratory tests such as urinalysis and blood counts. They clean and sterilize instruments and materials and maintain equipment and machines.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$4.25 - 7.00	\$5.15
New hires, experienced:	\$5.15 - 8.00	\$6.25
3+ yrs experience with firm:	\$6.26 - 11.00	\$7.75

## Hours

Most positions are full time, averaging 42 hours per week; some jobs are part time, averaging 21 hours per week; few positions are temporary.

## Benefits Offered

	Full Time
Medical Insurance:	7/10
Dental Insurance:	1/10
Vision Insurance:	0/10
Life Insurance:	2/10
Paid Sick Leave:	4/10
Paid Vacation:	9/10
Retirement Plan:	2/10
Child Care:	0/10

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	0%
A Little Difficult	10%	11%
Somewhat Difficult	50%	67%
Very Difficult	40%	22%

## Education/Training/Experience

### Education

Most firms report most of their recent new hires have completed some college, but no degree; some report high school or equivalent, or bachelor degree.

### Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	20%	0%
Usually	50%	30%
Sometimes	30%	50%
Never	0%	20%

## Required Skills

Operate precision laboratory equipment  
Follow procedures  
Perform routine laboratory tasks  
Instrument sterilization  
Blood drawing  
Medical terminology  
Lift 50 pounds repeatedly  
Work independently  
Work with others  
Oral communication

## Employment Trends/Size

Almost all employers responding to the survey expect employment levels to remain stable over the next three years; some expect levels to grow.

**EDD Occupational Projection Estimate**  
**Growth Rate, 1992-1999:0%**

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50% Some: 10-35%, Few: < 10%

# Veterinary Technicians and Technologists

## Recruitment Methods

	# of Firms
Employee Referrals:	5/10
Newspaper Ads:	8/10
Private Employment Agencies:	0/10
Hire Unsolicited Applicants:	5/10
In-house Promotion or Transfer:	1/10
Public School or Program Referral:	0/10
Private School Referrals:	0/10
Employment Development Department:	1/10
Union Hall Referrals:	0/10

## Where The Jobs Are

1. Veterinary Services for Livestock
2. Veterinary Services, Specialties

## DOT Code(s) and Title(s)

079.361-014                      Animal Health Technician

## Occupational Mobility

Most firms responding to the survey report they do not offer promotions; many offer promotional opportunities.

## Local Training Opportunities

There is no formal Veterinary Technology training available within the area; some local Veterinarians will hire on an on-the-job-training basis.

## Additional Information

**Unions:** None of the employers reporting operates a union shop.

**Occupational Outlook Handbook:** see *Animal Caretakers, Except Farm*, p. 314  
CA Occupational Guide # 402  
GOE: 02.03.03  
CIP: 51.0808



# Water and Liquid Waste Treatment Plant and System Operators

OES Code: 950020

8 Employers Responding, 34 Jobs Represented

## Description of Occupation

Water and Liquid Waste Treatment Plant and System Operators operate and/or control and entire process or system, often through the use of panelboards, controlboards, or semi-automatic equipment, to transfer or treat water and/or liquid waste.

## Education/Training/Experience

### Education

Many firms report most of their recent new hires have completed some college, but no degree; some report associate degrees.

## Wages/Benefits

	Range	Median
<b>New hires, no experience:</b>	\$5.00 - 12.32	\$8.00
<b>New hires, experienced:</b>	\$7.00 - 14.97	\$10.64
<b>3+ yrs experience with firm:</b>	\$10.00 - 18.53	\$11.70

(Union wages are at the top end of wage range.)

## Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	25%	0%
Usually	50%	13%
Sometimes	25%	88%
Never	0%	0%

### Hours

Almost all positions are full time, averaging 40 hours per week; some jobs are temporary, averaging 21 hours per week; few positions are part time or seasonal.

### Benefits Offered

	Full Time
<b>Medical Insurance:</b>	7/8
<b>Dental Insurance:</b>	6/8
<b>Vision Insurance:</b>	5/8
<b>Life Insurance:</b>	4/8
<b>Paid Sick Leave:</b>	6/8
<b>Paid Vacation:</b>	6/8
<b>Retirement Plan:</b>	6/8
<b>Child Care:</b>	1/8

## Required Skills

Operate precision measuring instruments  
Follow procedures  
Read monitoring equipment  
Instrument sterilization  
Maintain equipment  
Safe operating practices  
Assess emergency situations  
Prioritizing  
Knowledge of EPA and DOT transportation regulations  
Work independently  
Work with others  
Oral communication

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	13%	14%
A Little Difficult	38%	57%
Somewhat Difficult	50%	29%
Very Difficult	0%	0%

## Employment Trends/Size

Most employers responding to the survey expect employment levels to remain stable over the next three years, some expect levels to grow.

**EDD Occupational Projection Estimate**  
**Growth Rate, 1994-2001:** 8.3% (slower than average)

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50%, Some: 10-35%, Few: < 10%

# ***Water and Liquid Waste Treatment Plant and System Operators***

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## **Recruitment Methods**

	<b># of Firms</b>
<b>Employee Referrals:</b>	4/8
<b>Newspaper Ads:</b>	6/8
<b>Private Employment Agencies:</b>	1/8
<b>Hire Unsolicited Applicants:</b>	2/8
<b>In-house Promotion or Transfer:</b>	4/8
<b>Public School or Program Referral:</b>	1/8
<b>Private School Referrals:</b>	0/8
<b>Employment Development Department:</b>	3/8
<b>Union Hall Referrals:</b>	1/8

## **Occupational Mobility**

Most firms responding to the survey report they offer promotional opportunities; some do not.

## **Local Training Opportunities**

### **College of the Redwoods**

Information regarding local training for Water/Waste Plant Systems Operator is available through College of the Redwoods

### **Apprenticeship**

There is no formal apprenticeship for Water/Waste Treatment Systems Operator available locally. Some on-the-job training is available for qualified individuals.

## **Where The Jobs Are**

1. Water Supply
2. Refuse Systems
3. Federal Government
4. Local Government

## **DOT Code(s) and Title(s)**

954.382-010	Pump Station Operator, Waterworks
954.382-014	Water Treatment Plant Operator
955.382-010	Clarifying Plant Operator
955.382-014	Waste Treatment Operator

## **Additional Information**

**Unions:** Some (12%) of the employers reporting operate a union shop; most (88%) do not.

**Occupational Outlook Handbook:**p. 413

CA Occupational Guide # 443

GOE: 05.02.01

CIP: 52.0201

# Welders and Cutters

OES Code: 939140

10 Employers Responding, 67 Jobs Represented

## Description of Occupation

Welders and Cutters use flame-cutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or equivalent. Few report college, but no degree.

## Wages/Benefits

	Range	Median
<b>New hires, no experience:</b>	\$5.00 - 10.00	\$6.38
<b>New hires, experienced:</b>	\$6.00 - 12.00	\$10.00
<b>3+ yrs experience with firm:</b>	\$7.00 - 14.50	\$12.00

(Union wages are at the top end of wage range.)

### Hours

Almost all positions are full time, averaging 42 hours per week; few jobs are part time, averaging 24 hours per week; few positions are temporary.

### Benefits Offered

	Full Time
<b>Medical Insurance:</b>	5/10
<b>Dental Insurance:</b>	4/10
<b>Vision Insurance:</b>	2/10
<b>Life Insurance:</b>	4/10
<b>Paid Sick Leave:</b>	3/10
<b>Paid Vacation:</b>	6/10
<b>Retirement Plan:</b>	3/10
<b>Child Care:</b>	0/10

## Supply/Demand Assessment

### Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	10%	0%
A Little Difficult	10%	0%
Somewhat Difficult	10%	89%
Very Difficult	70%	11%

### Work Experience and Training

Employers Reported	Experience Required (Ave 25 months)	Training Substitutes for Experience (Ave 28 months)
Always	40%	0%
Usually	40%	30%
Sometimes	20%	60%
Never	0%	10%

## Required Skills

Basic mathematical computations  
Oral communications  
Mechanical aptitude  
Knowledge of inspection equipment  
Use of precision tools  
Read blueprints  
Read working drawings  
Stand for prolonged periods  
Work from ladders/scaffolds  
Work in awkward positions  
Work independently  
Work with others

## Employment Trends/Size

Many employers responding to the survey expect employment levels to remain stable over the next three years; many also expect levels to grow.

### EDD Occupational Projection Estimate

**Growth Rate, 1994-2001: 66%** (much faster than average)

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 36-50% Some: 10-35%, Few: < 10%

# Welders and Cutters

## Recruitment Methods

	# of Firms
Employee Referrals:	7/10
Newspaper Ads:	5/10
Private Employment Agencies:	0/10
Hire Unsolicited Applicants:	4/10
In-house Promotion or Transfer:	4/10
Public School or Program Referral:	1/10
Private School Referrals:	0/10
Employment Development Department:	5/10
Union Hall Referrals:	0/10

## Where The Jobs Are

1. Sawmills & Planing Mills
2. Fabricated Structural Metals
3. Construction Machinery
4. Wholesale Trade
5. Refuse Systems
6. Weld Repair
7. Engineering Services

## Occupational Mobility

All firms responding to the survey report they do offer promotional opportunities.

## Local Training Opportunities

### College of the Redwoods

A Welding Technology Program is offered at College of the Redwoods including certification and degree.

### Humboldt Regional Occupational Program

The HROP class includes the basics in flat, vertical, horizontal, and overhead techniques using Oxy-Acetylene, Arc, TIG and MIG welding processes. Fabrication may be included after these skills are mastered.

### Apprenticeship

For information on related apprenticeships contact:  
State of California Department of Industrial Relations  
Division of Apprenticeship Standards, Oakland, CA  
Locally, some employers will hire those qualified on an on-the-job-training basis.

## DOT Code(s) and Title(s)

810.384-014	Welder, Arc
810.664-010	Welder, Gun
810.684-010	Welder, Tack
811.684-014	Welder, Gas
819.361-010	Welder-Fitter

## Additional Information

**Unions:** Some (11%) of the employers reporting operate a union shop; most (89%) do not.

**Occupational Outlook Handbook:**p. 408

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GOE: 06.04.31

CIP: N/A

